



City
of
Raleigh

Inspections Department

One Exchange Plaza Suite 404, Raleigh, NC 27601
phone 919-516-2850 fax 919-516-2688

PRE-SUBMITTAL CONFERENCE

- ☐ Site Only Conference
(only on Monday's at 3:00 p.m.)
- ☐ Building Trades Only Conference

Site Only Conference for projects that meet any of these conditions:

1. Proposed new building greater than 10,000 sq ft.
2. Multi-Family project (town homes, group housing, condos)
3. Any project in the Downtown Overlay District

Transaction number (staff only):

Applicant Information - All Projects Complete

Contact Person:		Company:	
Street Address:		City and State:	Zip Code:
Phone Number:	Fax Number:	Mobile Number:	E-Mail:
Requested date for Pre-Submittal Conference :			Confirmed date (staff only):
Number of people that will be in attendance:			

Parcel & Owner Information - All Project Complete

Property Owner(s):	Project Name:	Date:
Address of parcel:		Wake County Pin Number:

Description of the proposed work/special conditions:

Site Only Projects - complete the information below

Total Acreage:

Building Square Footage:

Current Zoning:

Conditional use zoning: Yes ☐ No ☐

Group Housing Project: Yes ☐ No ☐

Building Trades Only Projects - complete the information below

Trades requested at Pre-Submittal Conference:

☐ Building ☐ Electrical ☐ Plumbing ☐ Fire

List additional trades as needed: